

# JUDICIAL COUNCIL OF CALIFORNIA

**Administrative Office of the Courts 455 Golden Gate Avenue San Francisco, California 94102**  
415-865-4272 Telecommunications Device for the Deaf Web site: [www.courtinfo.ca.gov/careers](http://www.courtinfo.ca.gov/careers)

## EMPLOYMENT OPPORTUNITY

**JOB TITLE:** ATTORNEY  
**JOB REQUISITION:** 2479  
**LOCATION:** BURBANK  
**SALARY RANGE:** \$ 7,028 - \$ 8,714 per month

The Office of the General Counsel of the California Administrative Office of the Courts (AOC) provides quality, timely, and ethical legal advice and services to the Chief Justice, the Judicial Council and its committees and task forces, the AOC, and the courts. The office has two major functions: (1) house counsel and (2) rules and projects.

The Southern Regional Office of the AOC facilitates the delivery of services and improves communication between the AOC at the state level and courts at the local level. Their primary focus is on operations, especially in the areas of technology, finance, legal issues, and human resources.

The attorney will serve as house counsel in the Labor and Employment Unit of the Office of the General Counsel. The attorney will sit in Burbank and have primary responsibility for serving the courts that comprise the Southern Region. The attorney also may provide legal services to the Chief Justice, Judicial Council, AOC, appellate courts, and other trial courts. The person selected to fill this position will have the opportunity to make significant contributions to major policy and legal decisions on employment and labor issues that affect the judicial branch in California, including issues arising under the Trial Court Employment Protection and Governance Act (Gov. Code, sec. 71601 et seq.) that governs the 20,000 trial court employees employed throughout California. The attorney should possess broad experience in all aspects of employment and labor law, preferably including experience in public sector labor law, employee benefits, and employment litigation.

## RESPONSIBILITIES

- Providing legal advice and counsel to the AOC and the courts comprising the Southern Region on labor relations and employment issues;
- Performing legal analysis and research, including analysis of legislation involving labor relations and employment issues;
- Drafting legal advice memoranda and letters concerning labor relations and employment issues;
- Drafting council-sponsored legislation and Rules of Court concerning labor and employment-related issues;
- Managing employment-related litigation;
- Planning and presenting training on employment and labor-related issues to the AOC and courts;
- Fostering a close relationship between courts comprising the Southern Region and the AOC (including some travel to the regional courts and to other AOC facilities in San Francisco and Sacramento);
- Serving as staff to working groups and/or task forces appointed to address issues affecting the judicial branch; and
- Performing other duties as assigned.

## **QUALIFICATIONS**

Admission to the state bar of California and four years of post-bar legal experience.

OR

One year as an Associate Attorney II in the California judicial branch.

OR

After passing the state bar, work experience as a Law Clerk to a federal judge prior to formal state bar admission will be considered qualifying experience.

Possession of valid CA driver's license is required for statewide travel.

## **BENEFITS**

SALARY RANGE: \$7,028 - \$8,714 per month

Some highlights of our benefits package include:

- Health/Dental/Vision benefits program
- 13 paid holidays per calendar year
- Choice of Annual Leave or Sick/Vacation Leave
- 1 personal holiday per year
- \$105 transit pass subsidy per month
- CalPERS Retirement Plan
- 401 (k) and 457 deferred compensation plans
- Employee Assistance Program
- Basic Life and AD&D Insurance
- FlexElect Program
- Long Term Care Program (employee paid/optional)
- Group Legal Plan (employee paid/optional)

## **TO APPLY**

This position requires the submission of our official application and response to the attached supplemental questionnaire. This position will remain open until filled.

Please refer to “**Attorney, Job Req #2479**” on your application materials and all correspondence. To complete an online application, please visit our Web site at <http://www.courtinfo.ca.gov/careers/onlineapp.htm>.

OR

To obtain a printed application, please visit:

### **Administrative Office of the Courts**

455 Golden Gate Avenue, 7th Floor

San Francisco, California 94102-3688

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**The Administrative Office of the Courts Is an Equal Opportunity Employer.**

**A supplemental questionnaire follows this announcement.**

**SUPPLEMENTAL QUESTIONNAIRE  
FOR  
ATTORNEY (Req. #2479)**

To better assess the qualifications of each applicant, please respond to the following questions. Please indicate for which employer you performed these functions.

1. Are you an active member of the State Bar of California?
2. Please describe the breadth of your experience in the field of employment and labor relations law, including experience in counseling clients, negotiating and administering labor agreements, administrative practice (e.g., PERB, NLRB, EEOC, DFEH, DOL, DLSE, WCAB), drafting personnel policies and procedures, complaint investigation and resolution, and training.
3. Please describe your experience in employee benefits and workers' compensation matters.
4. Please describe your experience in employment-related litigation, including pre-trial practice, litigation-related ADR, trial practice, and post-trial and appellate practice. Please indicate your level of responsibility in handling litigation matters.
5. Please discuss your experience, if any, working in a branch office, but reporting to a central organization. Regardless of whether you have any such experience, please discuss the issues that you would envision arising as a result of working in a branch office.
6. Please state why you are interested in this position.